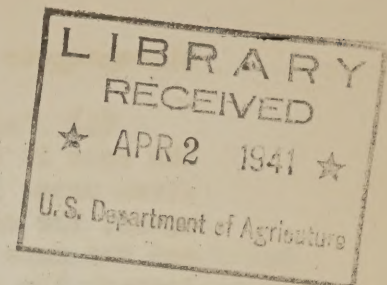


UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISIONINSTRUCTIONS FOR PREPARING THE CARD FILE  
FOR USE IN CONNECTION WITH THE 1941 FARM  
PROGRAM IN THE NORTH CENTRAL REGION.

In order that the county office may have adequate records from which to determine the farms to be inspected under the 1941 Parity payment Program and the 1941 Agricultural Conservation Program, and from which to prepare the lists of the names of persons eligible to execute applications for payment, a card file shall be prepared in accordance with these instructions.

Under the 1941 Agricultural Conservation Program a payment will be computed for a person with respect to only those farms in the county in which he has an interest and for which a proper request for inspection was made on NCR-503, 1941 Farm Plan, and filed with the county committee on or before the closing date. However, deductions will be computed for all farms in the county in which a person has an interest irrespective of whether there is a proper request for inspection for all of his farms. Accordingly, when there is a proper request for inspection with respect to a farm, it will be necessary to inspect all the farms in the county in which the persons on such farm have an interest. An exception may be made to this rule where there is a proper request for inspection with respect to relatively few of the farms in the county in which a person has an interest and the county committee is satisfied after the determination of performance on some of such farms that the applicant will not be entitled to a payment.

Under the 1941 Parity Payment Program, a person will not be eligible for a wheat parity payment unless an NCR-503, or an NCR-503-W, Wheat Plan for Participation in the 1941 Farm Program, was signed and filed with the county committee on or before the closing date. Also, a person will not be eligible for a corn, cotton, dark air-cured tobacco, or rice parity payment unless an NCR-503, was signed and filed with the county committee on or before the closing date. In checking to determine whether a person has complied in the aggregate with the provisions of the 1941 Parity Payment Program, it will be necessary to determine performance on all farms in the county in which he has an interest.

The card file shall be prepared from Forms NCR-503 and 503-W. The work in connection with the preparation of the card file should be begun as soon as signed Forms NCR-503 are returned to the county office in order that a complete card file may be available as soon as possible.

White and colored cards, 5 x 3 inches in size, shall be printed or mimeographed in the following manner: Lines for the name and address, the minor or civil division code, and the farm number shall be provided at the top of the card.

After a sufficient number of cards to supply the needs of the county have been printed or mimeographed, a card for each landlord, tenant, and sharecropper will be prepared as set forth below.



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(1) Particular attention should be given to the manner in which the name is entered on the card. The surname shall always precede the given name. If the owner or operator of a farm is represented by an agent, the card shall be prepared in the name of such owner or operator, and the name and title of the agent shall be entered on the card beneath the name of such owner or operator. If the owner or operator of a farm is an estate, the card shall be prepared in the name of the estate, and the name and title of the administrator or executor or the names of the heirs of the estate, as the case may be, shall be entered on the card beneath the name of the estate. If the owner or operator of a farm is an incompetent, the card shall be prepared in the name of the incompetent, and the name and title of the guardian shall be entered on the card beneath the name of the incompetent. Cards for persons acting in other representative or fiduciary capacities shall be prepared in a similar manner. In the case of a married woman, the husband's surname and the wife's full given name, together with any additional initials, shall be entered, instead of the husband's given name preceded by the designation "Mrs." However, the designation "Mrs." may be used if the wife's given name is used. For example, the name should appear as "Doe, Mrs. Mary E.," or "Doe, Mary E.," but not as "Doe, Mrs. John."

(2) Prepare a white card for each landlord, tenant and sharecropper on each farm for which an NCR-503 or an NCR-503-W was signed. If NCR-503-W was signed for the farm but NCR-503 was not signed, enter on the cards for such farm the notation, "NCR-503-W signed." If a farm has been considered as being in the Conservation Materials Program for Small Farms in accordance with NCR-570, enter on the cards for such farm the notation, "Small Farms Program."

(3) Prepare a colored card for each landlord, tenant and sharecropper on each farm for which neither an NCR-503 nor an NCR-503-W was signed.

(4) As soon as possible after the closing date and after the cards have been prepared from all Forms NCR-503 and NCR-503-W in the county, the cards shall be arranged alphabetically. The cards shall then be divided into three groups.

(a) In group 1, place the white cards and colored cards, if any, for each person for whom at least one white card has been prepared except cards bearing the notation "~~Small Farms Program~~".

(b) In group 2, place all cards bearing the notation "Small Farms Program."

(c) In group 3, place all other cards.

(5) Arrange cards in group 1 in minor civil division code and farm number order.

(6) Prepare farm reports for all farms for which cards appear in



group 1 in accordance with the instructions contained in NCR-515.

Prepare farm reports for all farms for which cards appear in group 2 in accordance with the instructions contained in NCR-515 and NCR-570. If a farm is considered as being in the Small Farms Program and if it is later determined that the eligibility provisions of NCR-570 have not been met, the cards on which the notation, "Small Farms Program" appears should be placed in group 1 and the notation on such cards should be deleted.

Prepare farm reports for all farms for which cards appear in group 3 and for which marketing quotas will be applicable in accordance with the instructions contained in NCR-515.

(7) If after the card file has been prepared, it is found that an error ~~was~~ been made in determining the area constituting a farm, or if changes ~~are~~ indicated on the farm report or otherwise which ~~would~~ affect the card file, the necessary changes should be made in the card file.

(8) Arrange the cards in group 1 in alphabetical order and arrange the cards for each person in minor civil division and farm : number order.

(9) Prepare a list of eligibles from this arrangement of the cards in group 1 in accordance with the instructions contained in NCR-523.

